

CITY MANAGER

DEFINITION

To coordinate the overall administrative activities and operations of the City; to advise and assist the City Council, exercising independent judgement and initiative; and to provide administrative direction to City department heads.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures, as well as municipal codes.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours and some travel.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Council. Exercises direct and indirect supervision over department heads and staff assigned to the City Manager's office.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Direct and participate in the development and implementation of goals, objectives, policies, and procedures for the City; direct and participate, with department head cooperation, in the preparation and administration of the City budget; prepare long-term plans of capital improvements with plans for their financing; confer with department heads concerning administrative and operational problems;; make appropriate decision or recommendations; prepare and submit to the City council reports of finances and administrative activities; keep City Council advised of financial conditions, program progress, and present and future need of the City; oversee the enforcement of all City ordinances; direct the preparation of plans and specifications for work which the City Council orders; interpret, analyze, and explain policies, procedures, and programs confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; respond to the most difficult complaints and requests for information; represent the City in the community and at professional meetings as required; coordinate City activities with other governmental agencies and outside organizations.

EXAMPLES OF DUTIES

Select, supervise, train, and evaluate staff. Perform all duties as may be prescribed by City Council action.

QUALIFICATIONS

Knowledge of:

Modern municipal administrative methods and procedures, organizations, and functions, principles of public and business administration including public finance and personnel administration; current social, political, and economic trends and operating problems of municipal government; applicable federal and state laws, rules, and regulations regarding local government operations; principles of effective public relations and interrelationships with community groups and agencies, private businesses, and firms and other levels of government.

Ability to:

Provide effective leadership and coordinate the activities of a large, full service, municipal organization; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly and adopt an effective course of action; serve effectively as the administrative agent of the City Council; select, supervise, train, and evaluate staff.

EXPERIENCE AND EDUCATION

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of progressively responsible experience in an administrative, managerial, or staff capacity in a municipal organization, involving responsibility for the planning, organization, implementation and supervision of varied work programs.

Education:

Equivalent to a Master's degree from an accredited college or university with major course work in public or business administration or closely related field.